

3 August 1977

MEMORANDUM FOR: [REDACTED] 25X1A  
Chief, P&PD

FROM 25X1A : [REDACTED]  
Chief, PB

SUBJECT : Justification for the Renovation of  
the Color Lab Work Spaces

1. Stated briefly, the reasons for devising a plan to renovate color lab work spaces are as follows:

A. The limited work space, configured for 1967 production requirements, is totally out of tune with 1977 workload color technology and the type and quantity of products now in demand by customers.

B. The existing facility (18 rooms, of which 15 are productive work space) has a net floor space of 2002 square feet. About 750 square feet of space must be added to organize properly functional areas and develop a logical workflow pattern. This space will be acquired from a revision of black and white work space.

C. The Biospherics report identifies the need to remove, through appropriate HVAC techniques, chemical fumes believed to represent potential hazards to employees' health. The acquisition of new (Kodak) color processing systems, not identified in Biospherics study, emphasize the need for change. Specifications for each room have been determined.

D. An additional environmental requirement is that of bringing dust and airborne contaminants under control. Left unchecked, these contaminants reduce quality and increase labor and material costs.

E. The workload/staffing complement can no longer tolerate labor intensive hand methods of production. Automated equipment, marketed to handle new color materials, is being purchased to improve throughput and product quality and to reduce materials waste and inefficient labor. Space and utilities must be reconfigured to accommodate this equipment.

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F. OC and OTR have identified <sup>a</sup>substantial workload in the production of training aids, i.e., filmstrips and duplicate color slides. In the volumes requested, new space and equipment are an essential part of production response.

G. The "hard" configuration of the original building design is not compatible, unfortunately, with the ever changing state-of-the-art in photographic laboratory services. Modifications to the building, representing modernization and increased efficiency, are an inevitable requirement and must be addressed as promptly as possible.

2. As of this date, renovations planning is complete (with the exception of a consultant's recommendations for environmental controls). We have developed drawings, layout plans and documentation on all known aspects of the project. On an internal basis, planning has been coordinated between key personnel so as to achieve agreement on intended change and modification.

25X1A

